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## PROFILE OF A HISTORICAL PAPER

A background paper, operational review or chronological summary may already be written which meets the standards of a historical paper. However, such a paper may not have the component parts which could make it orderly and thorough. With the addition of at least a, g, h and i below, plus wherever possible c and f, such a paper can satisfy the requirements of the CS Historical Board. It then can be included in the Catalog of CS Histories as a full-fledged segment of our history.

- a. Title Page (include date and name of writer)
- b. Table of Contents (subheadings by Chapter or Part if it is a long or complex history)
- c. Introduction
- d. Chronology (if paper covers an extended period)
- e. Body (if more than one operation, activity or major grouping or trend of events, treat in phases, parts or chapters)
- f. Constructive Conclusions (attachment)
- g. Index (proper names--individuals and places, elements of government and organizations, specialized terms and titles)
- h. Bibliography (if appropriate, set up by chapter)
- i. List of Contacts and Contributors
- j. List of Key Agents (if appropriate)

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